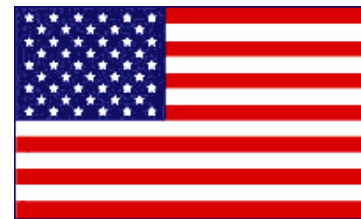




PORTLAND VA MEDICAL CENTER

*Portland, Oregon Division
Vancouver, Washington Division
Community Based Outpatient Clinics
Salem, OR Bend, OR
Longview, WA Camp Rilea (Warrenton, OR)*



NOTICE OF VACANCY

1. <u>Announcement Number</u> T38H-06-496-JB	2. <u>Title, Series, Grade, Salary</u> Dental Assistant (FS) GS-681-3/4/5 \$23,502 to \$38,376 per annum	3. <u>Tour of Duty</u> Days M-F	4. <u>Duty Station</u> Dental Service, Portland Division
5. <u>Type & Number of Vacancies</u> Permanent 1 full-time position	6. <u>Contact</u> Human Resources Assistant 503-220-8262 x 57317	7. <u>Opening Date</u> 09-07-06	8. <u>Closing Date</u> Until Filled 1st consideration date 09-20-06

WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Career or career conditional employees and permanent Title 38 employees of the Portland VA Medical Center eligible under the interchange Agreement. Included are permanent employees of the Willamette National Cemetery, Regional Office, Veterans Outreach Center and Veteran's Canteen.
- Any US Citizen
- **Applicants who applied under announcement T38H-05-234-JB need not reapply.**

MAJOR DUTIES:

The complete position description may be reviewed in Human Resources Management Division. The following duties and responsibilities are taken from the position description and are considered to be a brief extract. Using a substantive technical knowledge of standardized dental procedures and methodologies, coupled with skills in dental assisting techniques and procedures, the dental assistant provides chair-side assistance to dentist in the administration of oral health care examination and treatment procedures; accomplishes dental radiography tasks and performs other miscellaneous pre/post assisting tasks in the delivery of oral health care services. Assists dentist in restorative, endodontics, fixed and removable prosthetic, oral surgery and periodontal surgery procedures performed in hospital dental clinic. The Dental Service provides treatment for inpatient and eligible outpatient veterans. Also performs record keeping and clinic maintenance duties. Operates computer terminal to input appointments and retrieve patient information

THIS POSITION IS IN THE BARGAINING UNIT

QUALIFICATION REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualification Standards Handbook for GS-681 series apply and may be reviewed in the Human Resources Management Service office. Regulatory requirements such as "time-in-grade" and "time after competitive appointment" are applicable.

General Experience: **GS-3/4:** Six months of any type of work that demonstrates the applicant's ability to perform the work of the position or experience that provided familiarity with the subject matter or processes of the broad subject area of the occupation. **GS-5:** Not Applicable

Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills and ability to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled. TO be credible, specialized experience must have been equivalent to at least the next lower grade level. **GS-4:** Six months of specialized experience. **GS-5:** One year of specialized experience.

Substitution of Education for Experience: **GS-3:** One year above High School with courses related to the occupation. **GS-4:** Two years of successfully completed education above high school with courses related to the occupation. This education must have been obtained in an accredited business or technical school, junior college, college or university for which high school graduation or the equivalent is the normal prerequisite. **GS-5:** Four-year course of study above high school leading to a bachelor's degree with courses related to the occupation. If using education as a substitute for experience, please submit a copy of your college transcripts with application packet.

Additional Qualification Requirements: In addition to meeting the requirements above, you must possess the following additional experience requirements: You must meet credentialing standards for persons who administer radiologic procedures. Essentially, you must (1) have successfully completed an educational program which meets or exceeds the radiologic standards accredited by an organization recognized by the Department of Education and (2) be certified as a radiographer in your field.

BASIS OF RATING: (Knowledge, Skills, Abilities (KSAs))

On a separate sheet of paper, provide a written, detailed response to each of the KSAs. Failure to respond to rating factors will result in applicant not being referred for the position:

1. Knowledge of instruments, materials and standardized dental procedures used in a wide variety of specialized oral surgery, prosthetic, endodontic and periodontal treatments along with related general dentistry procedures to make preparations and provide chairside assistance.
2. Knowledge of infection control policies and procedures.
3. Knowledge of and skill to detect signs of syncope, shock or other side reactions in dental treatment patients. Knowledge of CPR with certification.
4. Knowledge of use, care, and storage of dental instruments, materials, and/or equipment, aseptic and sterilization techniques sufficient to reduce the possibility of contamination or infection, sterilize, package, and/or prepare dental instruments and materials for sterilization.
5. Knowledge of dental anatomy and bony structure of the face to take diagnostic dental radiographs

CONDITIONS OF EMPLOYMENT:

This is an Excepted Appointment. Excepted service positions have been excepted from the requirements of the competitive service by law, Executive Order, or by OPM regulation (5 USC 2103 and 5 CFR part 213). Public law No. 108-170 converts this occupational series from the competitive civil service to the Hybrid Title 38 employment system.

Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future

Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.

Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire noncitizens only in very limited circumstances where there are no qualified citizens available for the position.

All information submitted to this VA Medical Center is subject to verification by VetPro.

A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

This is a developmental position. If selected below the target level, employee may be promoted without further competition upon satisfactory completion of qualification and eligibility requirements.

A drug test may be required for an applicant who is tentatively selected.

A pre-employment physical examination will be required for an applicant who is tentatively selected.

Applicants appointed to direct patient care positions must be proficient in spoken and written English as required by 38USC 7402(d) and 7407(d).

[VACareers](#) has descriptions of all Title 38 Jobs and their benefits.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

HOW TO APPLY:

All application packets must be received in Human Resources by Close of Business (COB) on 09-20-06 for first consideration. This position is Open until Filled. Application forms may be obtained in Human Resources Office or on our external website, www.va.gov/portland/hr/index.asp

Applications may be mailed to:
Portland VA Medical Center, P4HRMS
Attn: T38H-06-496-JB
PO Box 1034
Portland, OR 97207

Or brought in person to:
Portland VA Medical Center
3710 SW US Veterans Hospital Rd
Building 16, Room 300
Portland OR 97239

Portland VAMC employees must submit:

1. [VAF 4078, Application for Promotion or Reassignment](#)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#) (due 7 days after close of announcement)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional, but recommended. (due 7 days after close of announcement)
4. MPQ – Merit Promotion Questionnaire is optional but recommended if you have qualifications pertaining to the position applied for but are not in your OPF

Other VA Employees must submit:

1. [VA Form 10-2850c, Application for Associated Health Occupations](#)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional, but recommended.
4. Resume or CV
5. [OF-306, Declaration for Federal Employment](#)
6. Latest SF-50, Notification of Personnel Action
7. Copies of all current licenses
8. Latest performance appraisal

Non VA Applicants must submit:

1. [VA Form 10-2850c, Application for Associated Health Occupations](#)
2. Resume or CV
3. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later). **(REQUIRED)**.
4. Veterans Preference:
 - a. DD-214, Military Discharge Paper (member copy #4 for July 1979 or later editions) (For 5 Point Veteran's Preference).
 - b. [SF-15, Application for 10-point Veteran Preference](#) (December 2004 version or later)
 - c. VA letter of service-connected disability rating dated 1991 or later.
5. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
6. Narrative statement relating to all of the KSAs. Candidates **must** submit a narrative statement on a separate page(s) with specific responses to all of the knowledge, skills, and abilities (KSAs) in this announcement. Failure to submit your narrative response to all of the KSAs will result in the applicant not being referred for the position.
7. Copies of all current licenses, registrations, or certifications (applicable to job).
8. A copy of your college transcripts (Optional unless education is required).

APPLICANT'S PLEASE NOTE:

- Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.
- Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.

IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:

- It is the applicant's responsibility to submit documentation to support his/her application for this position. Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications.
- **It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept FAX, or emailed applications or applications in a US government envelope.**